Crossword Studio 3.0

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Crossword Studio 3.0 makes it easier to create fun, educational crossword puzzles than ever before. Simply type in words and clues or import a spell-checked list. A crossword puzzle appears at the click of a button. Crossword Studio allows you to build a puzzle by typing the words directly onto the puzzle, so you can place each word just where you want it.

Crossword Studio gives you full control over the position of the puzzle, the clues and the graphic elements. You choose the font and the style. Sound and color graphics add to the enjoyment of solving and creating puzzles.

Solve puzzles on the screen. Let Crossword Studio check off the clues you have used and tell you when you have correct answers (or not). Ask for hints if you get stuck. Save the puzzle or print the puzzle and its solution on paper for fun away from the computer.

Want to put a crossword puzzle into your next newsletter? With Crossword Studio, exporting puzzles and clues into your favorite desktop publishing program is easy!

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About this Document

This guide will help you use Crossword Studio™ for Macintosh® and Windows®.

We assume that you are familiar with the Macintosh and/or Windows. You will need to use your mouse to "point," "click" and "drag" items when instructed. If you are unfamiliar with these terms, please spend some time with your computer manual before going on. Below are the requirements.

MACINTOSH	WINDOWS	CD-ROM
Color Macintosh	Hard drive	Mac or MPC CD-ROM Drive
System 7 or greater	Windows 95 or greater	
4 MB RAM	4MB RAM • SVGA • Mouse	
13" Monitor	Sound card	Sound card

Installing Crossword Studio 3.0

Crossword Studio 3.0 is quick and easy to install. Installation instructions for Macintosh and Windows CD-ROM are provided in this guide.

CD-ROM (MACINTOSH)

Insert the CD-ROM into your CD drive. Double-click the Crossword Studio 3.0 CD icon. Double-click the Crossword Studio 3.0 Installer icon. Follow the on-screen instructions.

This installation creates a Nordic Software folder on your hard drive. When you wish to play Crossword Studio 3.0 from the CD, insert the CD and double-click the Crossword Studio 3.0 icon in your Nordic Software folder on your hard drive.

CD-ROM (WINDOWS)

1. Insert the Crossword Studio 3.0 CD into the CD-ROM drive.

2. Select Run from the Start Menu. (Win 95/98)

3. Type d:setup in the Command Line box and press the return or enter key. If you have designated another letter for your CD-ROM drive, enter it in place of 'd.'

At this point, you have a few options. As part of your installation, you may choose to install premade puzzles that are provided on the CD-ROM or choose another installation that does not install the puzzles to your hard drive.

4. Follow the on-screen instructions. For **Windows 95/98**, the setup adds a Crossword Studio 3.0 item to the Programs in the Start Menu. Access the program through this path:

Start Menu/Programs/Crossword Studio 3.0

Technical Support

Be sure to send in your registration card so you can receive free technical support, new product information and notice of special offers.

If you encounter any problems or have questions, please call our Technical Support services, Monday through Friday, 9AM to 5PM (CST). Technical Support • (402) 475-5300

E-mail: info@nordicsoftware.com

Web site: http://www.nordicsoftware.com

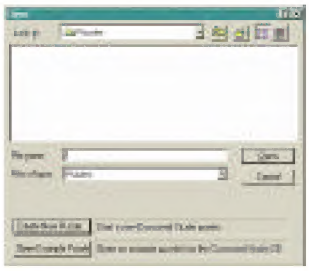
Getting Started

These instructions will help you start Crossword Studio, open and solve existing puzzles, select hints, and quit. You can also enter a password to protect your puzzle layout.

Starting Crossword Studio

Double-click the Crossword Studio application icon. Once you see the *Startup* screen, click once to continue. The *Open File* screen (shown below) appears with four options: Open an existing puzzle, create a New one, Cancel and access Desktop files.

Open File Screen (Macintosh)



Open File Screen (Windows)

Opening a Pre-made Puzzle

There are 100 puzzles included with Crossword Studio. Macintosh users should double-click on the Puzzles folder and the list of puzzles will appear. Windows users should click Open Sample Puzzle. To play one, select one from the list and click Open or OK.

Solving a Puzzle

One of the words in the puzzle is already selected (shaded gray) when the puzzle is opened. One of the letter squares (cells) in the selected word is outlined and clear inside. This cell acts as a cursor, letting you type letters into the selected word. Pressing return/enter or the Tab key checks the currently selected word and advances to the next word. If the word is correct, it is checked off on the clue list. Shift-return/shift-enter switches the selection's direction from across to down and vice versa. Use the *MACINTOSH* delete key or the *WINDOWS* backspace key to make corrections. Use the cursor keys to move the focus cell.

Selecting Hints

Crossword Studio can offer hints while you're solving puzzles. Choose Options *(File ➛ Options)* to specify which kind of hint you want. Click inside each box you want Crossword Studio to activate. To use a hint, press the option key and click for a single letter hint. Press the option and shift key while you click to display the word. In the *Windows* version, use the Ctrl key instead of option.

Closing a Puzzle

You can stop playing a puzzle at any time by selecting Close *(File ➛ Close)*.

Quitting *(Macintosh)*

When you are ready to quit the application, select Quit *(File ➛ Quit)*. *Macintosh* users can use the keyboard shortcut ⌘-Q.

Quitting *(Windows)*

To quit Crossword Studio for *Windows*, press Ctrl-Q. You may also select "exit" from the File menu.

Using the Menu Bar

If the menu bar is not visible, hold down the ⌘ key *(Macintosh)* or the Ctrl key *(Windows)* and press the space bar. This keyboard sequence toggles the menu bar in and out of view. For a complete list of keyboard shortcuts, see *Keyboard Shortcuts* on page 18 of this guide.

Setting a Password

Select Set Password *(File ➛ Set Password)*. Then enter up to four characters. You will be asked to retype the password. Setting a password prevents other users from changing layout, options or word lists.

Removing a Password

Select Set Password *(File➛ Set Password)*. Delete the spaceholders that stand for the characters in your password. Click OK. You will be asked to retype your old password. Click OK. If this is successful, a dialog will pop up telling you that your password is no longer in effect.

Forgot Your Password? *(Macintosh)*

Go to your System Folder and find the Preferences folder. Inside your Preferences folder, find your Nordic Software folder. Drag the Crossword file found in the Nordic Software folder to the trash and empty the trash.

Forgot Your Password? (Windows)

Delete the cws3.0.ini file from the Windows folder on your hard drive. Follow this path: C:/Windows/cws3.0.ini

Creating a New Puzzle

You can add your own words and themes to a Crossword Studio puzzle. Type a list in Crossword Studio or import a list from a word processing program.

Creating a New Puzzle

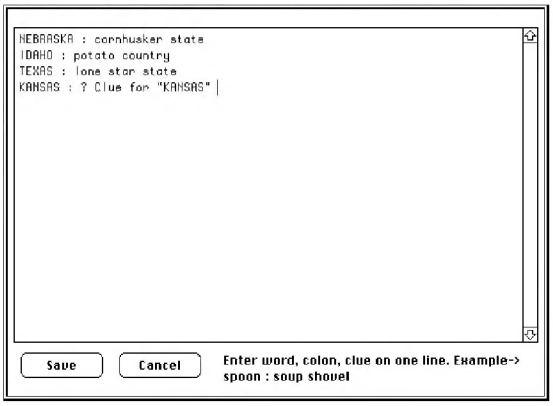
There are two modes of creating puzzles — the *Auto Mode* and the *Custom Mode*. The Auto Mode builds the puzzle for you from the words and clues entered at the *Edit Words & Clues* screen. The Custom Mode gives you the flexibility to place the words directly on the puzzle where you want them.

Auto Mode

At the Open File screen, click New or Create New Puzzle. Specify a name and a location for the new puzzle. Then click Save. You are presented with a window to enter text. *When typing in clues it is best to enter the longer words first to maximize chances for intersec - tions.* The solution is followed by a colon, then the clue. Example:

solution :this is a clue

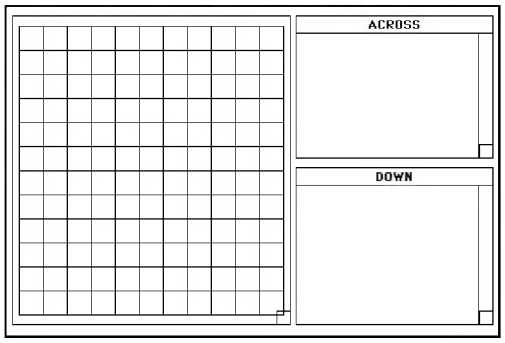
Edit Words & Clues Screen ▶


NEBRASKA : cornhusker state
IDAHO : potato country
TEXAS : lone star state
KANSAS : ? Clue for "KANSAS"
Save
Cancel
Enter word, colon, clue on one line. Example->
spoon : soup shovel

When you have entered all the words and solutions, click Save. The puzzle grid and the clues are then displayed. At this point you can solve the puzzle, print it out, or add any final touches such as repositioning and resizing the clue boxes. (*See Screen Layout Options*.) Add sound or graphics if you like. (*See Adding Sound and Adding a Picture*.)

Custom Mode At the *Open File* screen, click New or Create New Puzzle. Specify a name and a location for the new puzzle. Then click Save. You are presented with a window to enter text. Bypass entering words and clues by clicking Save. Enter the Screen Layout *(Edit ➛ Screen Layout)*. A grid will appear when you select this mode. At the *Puzzle Edit* screen (shown below), you can place the words wherever you want them. For the best results, sketch out the puzzle on paper before starting. Click anywhere on the puzzle grid to place a solution. Shading will indicate the typing direction. Click on the focus cell to toggle directions. Then type in the solutions. When typing solutions it is best to enter the longer words first. Be sure to save the layout by selecting Save *(File ➛ Save)*.

Puzzle Edit Screen ▶



Now enter the clues. Select Words & Clues *(Edit ➛ Words & Clues)*. The *Edit Words & Clues* screen lets you add, delete or change clues. You'll notice that placeholder clues have been provided. Select the placeholder text and type in the actual clues. It is possible that the words you type in will not all fit in the puzzle box. You can increase the size of the grid and/or reduce the size of the puzzle font and the numbers font to make more words fit. (*See Screen Layout Options.*)

Saving a Puzzle

To prevent lost work and time while working on the layout, you should save the puzzle frequently. Select Save *(File ➛ Save)*. All options are saved and can be modified again when you reopen the puzzle. The puzzle is saved when it is created, and again (if desired) whenever you exit the layout mode.

Importing a Word List

You can copy a list of words created from a word processing program into Crossword Studio. First open the word processing application to open the document containing the list. If possible, use the word processor's spelling checker to correct spelling. Then select the words to copy. Choose Copy *(Edit ➛ Copy)*. Exit the word processing application.

Immediately open Crossword Studio and create a new puzzle. At the *Edit Words & Clues* screen, select ⌘-V *(MACINTOSH)* or Ctrl-V *(WINDOWS)* to paste the copied words into the puzzle.

Screen Layout Options

Design a custom screen layout and edit the word lists. Change the font style and size to fit your design. These features are available only in Screen Layout. (Edit ➛ Screen Layout).

Adjusting Display Size
SCREEN LAYOUT MODE (MACINTOSH)

Depending on the size of your *MACINTOSH* monitor, you can select 9" Monitor *(Edit ➛ 9" Monitor)* or 13" Monitor *(Edit ➛ 13" Monitor)* to display the puzzle at its maximum size.

Resizing the Grid and Lists
SCREEN LAYOUT MODE

You can move both the clue lists and the puzzle grid about on the screen. This allows you to create various puzzle sizes and to allow room for graphics. To move the puzzle grid, click and drag the grid (*MAC*) or the colored outline around the grid (*WIN*). Resize by dragging the box in the lower right corner of the rectangle to a new position. It is possible to set the size of the puzzle so small that not all the words fit in the puzzle grid. You may use a smaller font size for smaller puzzles. See *Selecting Font Options* below. The puzzle is reshuffled and redrawn in a new position when you alter the size or position of it.

Editing Words & Clues
SCREEN LAYOUT MODE

You can add, delete and edit words as needed. Select Words & Clues *(Edit ➛ Words & Clues)*. Enter up to 100 words and their clues in the scrolling text window. Entering 100 words does not necessarily mean the puzzle will contain 100 words. The puzzle will only contain as many words as will intersect and fit within your grid size, given puzzle font and number size. When finished, click Save. Exit the layout mode to play or print the puzzle.

Selecting Font Options
SCREEN LAYOUT MODE

To change font size and style, enter the layout mode and select Fonts *(Edit ➛ Fonts)*. From the Fonts submenu, you can choose Puzzles Font, Clues Font, or Numbers Font. At the font selection dialog, select the font, size and style you like and click OK. The changes you make are reflected in the lower left corner of the font selection dialog box. You can also choose Upper Case *(Edit ➛ Upper Case)* or Lower Case *(Edit ➛ Lower Case)*.

Background Color
SCREEN LAYOUT MODE

Here's an easy way to add color to your on-screen puzzles. While in Screen Layout mode, select Background Color from the Edit menu. You will be prompted with a color guide. Choose any color from the wide spectrum as a backdrop to your crossword. The background color is independent of any graphic or picture you may want to add. You can use both a colored background and a picture.

Adding a Picture

Pictures add visual interest as you solve crossword puzzles.The advanced features in Crossword Studio make adding graphics and color easy. You can add a picture using your favorite paint or draw program.

Pasting a Picture

SCREEN LAYOUT MODE

You can add color pictures to a Crossword Studio puzzle if you have a color paint program. Create a colored background the same size as the Crossword Studio window and copy it to the clipboard. For help working within the exact dimensions of the puzzle, see *Copying the Puzzle Frame*.

Cut and paste a graphic or draw your own in a paint or draw program. Select the graphic to copy. After copying the graphic *(Edit ➛ Copy)*, exit the paint or draw application.

WINDOWS NOTE: *The Windows accessory "Paint Brush" can be used to open or create .BMP files that can be copied to the clipboard.*
MACINTOSH NOTE: *SimpleText can be used to open a PICT file and copy it to the clipboard.*

Start Crossword Studio. Open a puzzle and enter the layout mode. Select Paste *(Edit ➛ Paste)*. To reposition the graphic, click and drag the graphic with your mouse. If you don't like your graphic, paste another over it. ***NOTE:*** *You may create an entire, full-screen puzzle back - ground using a paint program.*

Adding Sound

Sounds enhance crossword fun. Each puzzle can play a sound when you enter a correct or incorrect answer, open the puzzle and solve the puzzle.

Pasting a Sound

SCREEN LAYOUT MODE

You can add most any sound to a Crossword Studio puzzle with the aid of a program that allows you to create and edit sounds. There are four sound options available — one to play when the correct word is entered; one to play when an incorrect word is entered; another to play when the puzzle is solved; and another to play when the puzzle is opened.

If you have a sound you want to use as fanfare, simply copy it from your sound program. Enter Crossword Studio, open a puzzle and enter the Screen Layout mode *(Edit ➛ Screen Layout)*. Next, select Paste *(Edit ➛ Paste)*. The sound plays and a dialog appears allowing you to select when you want the sound to be played. Finally, exit the screen layout mode once again by selecting Screen Layout. Click Yes to save the layout.

MACINTOSH NOTE: *Many Macintosh models allow you to use a built-in sound recorder to create your own sounds. The sound control panel in System 7.xx will let you do this.*

WINDOWS NOTE: *The Windows accessory "Sound Recorder" can be used to open or create a .WAV file that can be copied to the clipboard.*

Copying the Puzzle Frame

When you design a background for a puzzle, it is helpful to have an outline the size of the puzzle to judge how much room you have to work with. This section describes how to get a puzzle outline.

Exporting with Size Guides

When creating graphics for your Crossword Studio puzzle, you may wish you had a size guide available so that the dimensions of your design are consistent with the size of the window.

Start by opening Crossword Studio and choose New. If you have the diskette version of Crossword Studio, click Save. If you have the CD-ROM version, click Desktop and then click Save. Click **Save** again to bypass entering a word list then select Frame *(Edit ➛ Copy ➛ Frame)*. This places an outline of the puzzle rectangle onto the clipboard. You can paste the picture into a draw or paint program to serve as a boundary for your design.

Print Layout Options

The print layout options in Crossword Studio let you add and edit elements of the puzzle before you print it out. You can add graphics, a border and change the fonts.

Entering the Print Layout Mode

To customize a puzzle printout, select Print Layout *(File ➛ Print Layout)*. This gives you a print preview. It displays the title, crossword grid and clue lists. You can move each element on the page.

Selecting Title Font
PRINT LAYOUT MODE

To change the title font, select Font *(Edit ➛ Title ➛ Font)*. The font selection dialog box allows you to choose the font, size and style you like. Make your selection and click OK.

Editing Title Text
PRINT LAYOUT MODE

You can change the name of the puzzle or edit the title by selecting Text *(Edit ➛ Title ➛ Text)*. Then enter in a new name or make changes. Click OK when done.

Adding a Border
PRINT LAYOUT MODE

If you would like to print a border around the entire puzzle, select one of many styles in Borders *(Edit ➛ Borders)*. Only one option can be active at a time.

Pasting Pictures
PRINT LAYOUT MODE

You can add up to four graphics to a puzzle for printing. Using a program that works with PICT (*MAC*) or BMP (*WIN*) files, copy a graphic to the clipboard. In Print Layout mode, select Paste *(Edit ➛ Paste)*. You can position the picture(s) anywhere on the layout by dragging them.

Deleting Picture

To delete a graphic, hold down the shift key and click on the picture.

Framing the Clues
PRINT LAYOUT MODE

To have a frame appear around the clues, select Frame the Clues *(Edit ➛ Frame the Clues)*. A check mark indicates that the feature is turned on.

Including a Name Blank
PRINT LAYOUT MODE

Crossword Studio can include a name blank on the printed puzzle for classroom use. Select Name Blank *(Edit ➛ Name Blank)*. This places a graphic on the print preview. You can move the name blank to the location you desire. It appears in the same font as the title does.

Stylizing Lists
PRINT LAYOUT MODE

In print layout, you can change the font for the clue lists. (The puzzle font is the one used in screen layout.) Select Clues Font... from the Edit menu. Choose the typeface, style and size at the font/size dialog and click OK.

Column Width Control

Saving the Layout

The clue list box can be made larger or smaller by dragging the lower right corner of the box. To change column widths within the clue list, drag the column width control left or right. The column width control appears as a vertical, dashed double line in the clue list boxes.

Printing a Puzzle

If you make changes to the print layout, you will be prompted to save changes when you exit print layout.

When you are ready, you can print the puzzle layout by selecting Print Puzzle *(File ➛ Print Puzzle)*. To print the puzzle solution, select Print Solution *(File ➛ Print Solution)*.

Exporting Puzzles

Crossword Studio lets you export puzzles to a page layout program for publishing. You can use this feature to enhance newsletters, magazines and children's hand outs.

Exporting Puzzles to Publish

Once you have created your puzzle you may want to place it in a document such as a newsletter. Or you might want to enhance its appearance using the more sophisticated design tools of a graphics application. Crossword Studio allows you to copy the puzzle elements — the puzzle grid and the puzzle frame as pictures and the clues and the solutions as text — onto the clipboard. From there you can paste them into a document created by another program.

Copy the puzzle grid by selecting Puzzle *(Edit ➛ Copy ➛ Puzzle)*. The grid is copied to the clipboard. Open the desktop publishing program and paste the puzzle grid *(Edit ➛ Paste)*. Follow the same procedure to export the other puzzle items.

Across Clues *(Edit ➛ Copy ➛ Across Clues)*.

Down Clues *(Edit ➛ Copy ➛ Down Clues)*.

Solution *(Edit ➛ Copy ➛ Solution)*.

Frame *(Edit ➛ Copy ➛ Frame)*.
See *Copying the Puzzle Frame* for more on copying the frame.

Keyboard Shortcuts

You can access menu functions whether the menu bar is displayed or not. Macintosh users press the ⌘ key *and the corresponding character. Users of Windows press the* Ctrl key *and the corresponding character.*

MACINTOSH

Menu Bar	⌘–space bar	Toggles the menu bar on and off
File Menu	⌘–W	Close
	⌘–S	Save
	⌘–P	Print Puzzle
	⌘–T	Set Password
	⌘–H	Hint Options
	⌘–Q	Quit
	⌘–D	Discard Mistakes
	⌘–R	Reset Puzzle
Edit Menu	⌘–L	Screen Layout
	⌘–V	Paste
	⌘–A	Uppercase/Lowercase
Print Layout	⌘–B	Border
	⌘–V	Paste

General Mac/Win Functions
shift + return...changes typing direction
tab...moves to next word

WINDOWS

Menu Bar	Ctrl–space bar	Toggles the menu bar on and off
File Menu	Ctrl–W	Close
	Ctrl–S	Save
	Ctrl–P	Print Puzzle
	Ctrl–T	Set Password
	Ctrl–H	Hint Options
	Ctrl–Q	Quit
	Ctrl–D	Discard Mistakes
	Ctrl–R	Reset Puzzle
Edit Menu	Ctrl–L	Screen Layout
	Ctrl–V	Paste
	Ctrl–R	Uppercase/Lowercase
Print Layout	Ctrl–B	Border
	Ctrl–V	Paste

Menu Summary

Menu	Item	Function
File Menu	Close	Exit current puzzle; return to *Startup* screen.
	Save	Save current puzzle layout.
	Discard Mistakes	Discards wrong letters in answers.
	Reset Puzzle	Reset puzzle grid for another round of play.
	Page Setup	Specify basic printing options.
	Print Puzzle	Send current puzzle to printer.
	Print Solution	Send current puzzle solution to printer.
	Print Layout	Access print layout options.
	Set Password	Enter password.
	Options	Select hint options for puzzle.
	Quit	Quit Crossword Studio application.
Edit Menu	Words & Clues	Edit solution and/or clue lists.
	Screen Layout	Toggle screen layout mode on and off.
	Copy ▼	Contains submenu items to copy from a puzzle.
	Puzzle	Place picture of puzzle grid on clipboard.
	Across Clues	Place picture of across clues on clipboard.
	Down Clues	Place picture of down clues on clipboard.
	Solution	Place picture of puzzle solution on clipboard.
	Frame	Place picture of puzzle frame on clipboard.
	Paste	Paste sounds or graphics to puzzle.
	Fonts▼	Submenu contains puzzle, clue and number fonts.
	Puzzle font...	Select puzzle font, size and style.
	Clues font...	Select clues font, size and style.
	Number font...	Select puzzle number font, size and style.
	Background Color	Choose a color for your puzzle background.
	Upper/Lower Case	Select upper or lower case letters.
(MACINTOSH)	9″ Monitor	Adjust puzzle to fit 9″ monitor.
(MACINTOSH)	13″ Monitor	Adjust puzzle to fit 13″ monitor.
Edit Menu	Title ▼	Contains submenu items to edit title.
(PRINT LAYOUT)	*Title Font*	Select title font style.
	Title Text	Edit text of puzzle title.
	Clues font...	Select clues font, style and size.
	Borders	Print border around puzzle.
	Paste Picture	Transfer picture from clipboard to puzzle.
	Frame the clues	Print box around clue displays.
	Print Name Blank	Adds a name blank to your puzzle.

Warranty and Information

Crossword Studio is a trademark of Nordic Software, Inc.
Macintosh is a registered trademark of Apple Computer, Inc.
Windows is a trademark of Microsoft Corporation.
Acrobat® Reader copyright (C) 1987-1996 Adobe Systems Incorporated. All rights reserved. Adobe and Acrobat are trademarks of Adobe Systems Incorporated.
Product names mentioned in this manual are the trademarks or registered trademarks of their manufacturers.

Warranty and Disclaimer

Nordic Software warrants the disk to be free of defects for ninety (90) days from the purchase date. If a disk is found to be defective in this ninety (90) day period, return it to Nordic Software for a free replacement.

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